

## MEMORANDUM

**DATE:** November 29, 2012

**TO:** PARKS AND RECREATION COMMISSION

**FROM:** Raymond Santostefano, Director of Parks & Recreation

**RE:** The monthly Parks and Recreation Commission meeting, will be held on **Thursday, December 6, 2012 at 7:00 p.m.** at the Recreation Office, located at 100 Riverview Center, Suite 140.

### AGENDA:

Call Meeting to Order:

Public Hearing:

Approval of the Minutes:

- November 1, 2012

Department Reports:

- Correspondence
- Miscellaneous

### OLD BUSINESS:

- Renovation of Palmer Field Concession Stand/21 Ft Wheel Concession Trailer

### NEW BUSINESS:

- Schedule Parks & Recreation Commission Meetings (January, 2013 through January, 2014)
- Elect a Parks and Recreation Commission Chairperson
- Veteran's Memorial Green – Request a New Welcome Sign
- Union Park- Request Three (3) "Way Finding Signs"
- Veteran's Pool Building – Installation of Oil Fired Boiler Utilizing LoCIP funds

### MISCELLANEOUS:

### ADJOURNMENT:

Riverview Center is Wheelchair Accessible.

\*If you require special accommodations for any meeting, please call the ADA Coordinator at (860-344-3491, (voice) or (860) 344-3521 (TDD/TTY), or the Town Clerks Office at (860) 344-3459 at least ten (10) days prior to the scheduled meeting.

Cc: Mayor Daniel Drew  
Linda DeSena  
Geen Thazhampallath